

## Inside this Issue

- 1 The Director's Corner
- 2 Operational Risk Management
- 3 SEG's Commentary
- 4 Safety Tidbits
- 5 Federal Official Seek to Increase Seat Belt Use
- 6 Safety's 7-Level Course
- 7 Playground Safety Requirements
- 8 APERS- The Journey Towards Excellence Continues
- 9 For Your information
- 10 12FTW Safety Staff Takes Pictures

# Welcome to the Chronicles

Welcome to the eighth issue of the *Chronicles*, a publication written by safety professionals for safety professionals. We intend to bring you a mix of safety information and news that you can use.

## The Director's Corner

The holiday season should be a time of joy, remembrance, and expectation. The joy of being together with family and friends, remembering loved ones, and looking forward with high hopes of the coming year. For many, this means taking to the nation's highways and airways to be with loved ones and friends.

Private motor vehicle travel has always been the leading cause of injuries and deaths. Defensive driving should be the primary focus of our holiday safety education efforts.

The key to making this a safe holiday will be dependent on the level of supervisor, training managers, first sergeants, and commanders' involvement. They must have a genuine concern for their people. They

What's our role? We, the safety staff, must assist them by using all means available to keep safety awareness at the forefront. We can only accomplish this through a well-organized multimedia campaign. We must pull out all the stops to reach our people. Let's encourage them to enjoy the holiday while exercising good judgment in their activities. The AETC Safety Staff joins me in wish you and yours a holiday season full of joy, remembrance, wonder, and a safe, prosperous New Year filled with happiness.

# Operational Risk Management

I have been asked several times why "ORM" and not "RM." To answer that question, I visited AFSC website and extracted the following:

"There has been concern voiced from different groups around the Air Force over the term "Operational" in the name of our risk management program. The following quote from General Fogleman is the basis for the name of the program, "I no longer see the term 'operator' solely meaning a rated person, I now see it as a term that refers to a military or civilian member of our service who is experienced in the employment and doctrine of air and space power." Risk management should go beyond the flight line, it should

extend to every aspect of your daily life."

The bottom line...what we call it is not important, it's what we do with it that's important.

AFSC announces the release of a computer-based training program and the merge of Phase I and II ORM classroom training.

### ORM Computer-Based Training Program

The objective of the training program is to familiarize personnel with the basic concepts of the AF ORM efforts. After completing the self-tutorial course, personnel will be able to:

- List 6-step ORM process and be able to apply it to daily situations both on and off duty.
- Understand that risks have to be assessed against benefits.
- Understand that the purpose of ORM is to reduce risk and thus improve mission/task performance and the ratio of benefits to costs (risk).

The computer program can be downloaded from AFSC's website. Their website address is <http://www-afsc.saia.af.mil>.

### ORM Application Course

AFSC merged Phase I, *USAF ORM Principles*, and the programmed Phase II, *Tools and Techniques*, into a new course titled, "*ORM Application Course*." The course is approximately 40 hours (5 days) in length.

The ORM Application Course provides students with the principles, tools and techniques of the risk management process applicable to all organizational activities. Students will learn tools that will enable them to make informed decisions and help others in managing identified risks to minimize losses and significantly improve mission effectiveness. Examples and scenarios

are used to walk the student through the step-by-step risk management process.

This course is recommended for both military and civilian organizational lead planners/operational risk management advisors as well as for commanders, functional managers, supervisors, and others with leadership/management responsibilities.

Prerequisites: Must have completed the USAF ORM Computer-Based Training (CBT) course and read AFI 91-213 and AFPAM 91-214. Completion of the USAF ORM Principles (Phase 1) course or another DOD component equivalent course may be substituted.

Selection: MAJCOM Safety Staff controls student selection with AFSC/SEPA approval. Individuals can obtain quotas from AETC/SEO. We have been allocated two training slots in each of the 25 classes programmed for FY98.

## SEG's Commentary

Mr. Herm Dean

Failure to perform, document, or track spot inspections, safety inspections and trend analysis are among the top five findings in IG inspection reports.

AFI 91-202, *The US Air Force Mishap Prevention Program*, and the AETC supplement provides the following guidance:

- *At least one spot inspection will be conducted per week per safety staff member and at least 10 percent will be conducted at times other than normal duty hours. Each inspector will keep a record of spot inspections performed. The ground safety manager, chief of safety or equivalent will review spot inspection records monthly to*

*ensure the program is vigorously pursued.*

- All Air Force facilities and work areas will be inspected at least once a year, except as otherwise directed in AFI 91-202. AETC: *Each AETC unit will be inspected at least every 12 months.*
- *Full-time safety staff will conduct all annual inspections, assessments, and evaluations, except as otherwise noted.*
- Wing safety staffs should develop locally oriented mishap analysis programs to evaluate mishap statistics and identify trends to formulate intervention efforts. The program should identify successes or problem areas and trends, measure safety program effectiveness, and guide prevention actions. AETC: *Ensure each analysis includes an introduction, overview, and conclusion. Identify adverse trends and provide recommended actions to eliminate/reverse negative trends.*
- *Inspection reports must be forwarded to the commander of the inspected organization within 10 workdays after completing the inspection. The reports must contain the information stated in paragraph 3.1.4.4 in the instruction and the AETC supplement.*

The above guidance should be incorporated into your self-assessment program. Reviewing all IG reports may help identify weaknesses in your program and opportunities to excel.

A good self-assessment program will help you identify and correct deficiencies before your next inspector general visit.

## Safety Tidbits

*Mr. Kenneth "Ken" Jolley*

### Annual Inspections of Contractor Facilities

Safety professionals will conduct annual inspections of contractor-occupied facilities IAW AFI 91-202, paragraph 3.1, first bullet. However, these inspections should focus only on the condition of the facility in a landlord/tenant type-relationship. They do not include the contractor's safety program. The question of the need to conduct these inspections has been addressed to AFSA/SEOP and is pending.

### Hats on the Flight Line

AETC Sup to AFOSH Std 127-100 has been approved is at the publishers, and should be out within the month. Hats will allow for protection from the sun; however, there will be restrictions on how they are worn. Details require lanyards be attached, and they will not be allowed within the danger zone of aircraft engines as defined by the aircraft technical orders... Do not implement until the supplement is published.

## Federal Official Seek To Increase Seat-belt Use

*Courtesy of Associated Press*

**AETC Note:** Last fiscal year, PMV mishaps resulted in 6 deaths, 604 lost duty days, and over \$1.2 million in damage. Fifty percent of our fatal PMV mishaps were not wearing seat belts. Seat belts might have made the difference. Let's continue to promote their use as a life saving device. We, in safety, as well as commanders and supervisors are failing to convince our young people the value of wearing seat

belts. We must do more. By the same token, please ensure your security police are aggressively conducting random checks.

WASHINGTON (AP) -- The Clinton administration is pushing to increase national seat-belt use from 68 percent to 85 percent by 2000.

Reaching that goal would save 4,000 lives, prevent 100,000 injuries and save billions of dollars in medical costs each year, Dr. Ricardo Martinez, head of the National Highway Traffic Safety Administration, said Monday.

More than 40,000 people die annually in automobile crashes, and 60 percent of them are not wearing seat belts or child restraints, safety officials said.

"Far too many of these tragedies could be prevented," President Clinton said in a videotaped message broadcast to more than 80 business, medical, academic, government, and law enforcement sites around the nation.

Seat belts now save about 9,500 lives annually, the government estimates. The strategy for increasing usage hinges on changing personal behavior and societal attitudes. Officials say riding unbuckled in autos must become unacceptable in America, much like drunken driving is today.

Transportation officials also say they want states to enact tougher seat-belt laws and enforce them. They want increased fines and even penalty points on a driver's record for those failing to buckle up.

## Safety's 7-Level Course

### Civilian Attendance

I am aware MAJCOM safety offices want to send civilian personnel, including PALACE Acquire interns, to the 7-level course at Lackland AFB if

## Workshops and Conferences

**20 Jan 98**

### Video Teleconference

#### Quarterly AETC Safety Seminar

The seminars are held to identify, discuss, and resolve safety issues common to AETC; provide current information to AETC safety personnel on the latest command policies and provide a forum for the exchange of ideas and solutions to command base-level management problems. For more information call 487-6607.

**2-6 Mar 98**

### Fort Walton Beach Florida

#### Air Force Safety Professional Development Seminar

The agenda for the seminar is under development. Throughout the week there will an AF Exposition. Hotel reservations may be made in advance by calling Ms. Carolyn Pelszynski at (850) 243-7704. For information on the seminar call Ms Janet Andrews, DSN 246-0826.

**16-18 Jun 98**

### Randolph AFB TX

#### AETC Safety Workshop

The agenda for the workshop will be announced May 98. Mark you calendar, you don't want to miss this important event.

warranted. Even though this appears to be an easy issue to resolve, it is not.

As you know, the 7-level course that came on line in 1997 is not the same as the one we had for years that included Ground and Weapons Safety. The old one was considered a management course with no attendance restrictions and we, in safety, made the decision who was allowed to attend.

The purpose of the new course has changed, and we have to adhere to the rules as established by AFPC. The same ground rules apply to all 7-level courses, regardless of AFSC.

## Handbook for Public Playground Safety

*Mr. Burks, AFSC/SEPA*

Several field inquiries have questioned the applicability of subject handbook published by the US Consumer Product Safety Commission. This handbook presents playground equipment safety information in the form of guidelines. USAF has not mandated the CPSC publication for use. The Air Force functional manager determines whether these guidelines are used within the USAF.

The handbook is endorsed/adopted for use within the USAF as follows:

- The handbook will be used for installing new Air Force playgrounds and associated equipment.
- Existing Air Force playgrounds not associated with AF Child Development Center and Youth Center facilities are not required to meet the requirements of the publication.
- Assess existing playgrounds through the operational risk management (ORM) process for acceptability of safe use. The publication will be used as a

reference source in the ORM assessment.

- Refer to AFIs 34-701 and 34-801 for non-USAF playgrounds, which are associated with AF child development center, school age, and family day care program for application and scope of use of the publication guidelines.

For more information, contact Mr. Jolley, DSN 487-6607.

## Suicide/Fatality Briefings

*Mr. Dean*

We continue to receive requests from safety staffs for information regarding suicide briefings. Our policy is not to involve the safety staff in suicide briefings. If your commander has questions concerning these briefings, direct them through the installation medical services channels to us.

The AETC Safety Staff has been directed not to discuss suicide briefings with members of the safety staff. If we appear to be unsupportive, we are not. If we allow you to become directly involved in the process, ownership of the suicide prevention process will be shifted.

## Life Safety Code for Youth Programs

*MS. Erin Oneisom, AFCEA*

Background: The National Fire Protection Association (NFPA) reorganized the 1997 Edition of the Life Safety Code, NFPA 101 (LSC), creating two new occupancy chapters 30 and 31, new and existing day care. In addition, sections from the old (1994) and earlier editions, chapter 31, operating features, were placed into the appropriate occupancy chapters. While, simplifying LSC for the user, several disconnects have been

discovered. NFPA is issuing an errata in the next few months to cover these oversights.

In the interim, the following shall apply to family day care homes and new child development centers (CDC):

- Family day care homes are not required to meet NFPA 101, 30-7.3.1 for new or 31-7.3.1 for existing. Draperies, curtains, and similar furnishings may be normal household items and need not meet commercial standards.
- New USAF CDC corridors are not required to be rated enclosures. All new USAF CDCs have direct exits from each room used by the children and are fully sprinklered.

## Distribution of Safety Publications

*Ms. Dorothy Schul, AFSC/PA*

Due to the elimination of base publication distribution offices by the end of CY98, the Air Force's official safety publications, "Flying Safety," "Road and Rec," and "Weapons Journal," will be mailed directly to Air Force units beginning early in CY98. These publications, respectively, address flying and maintenance safety; driving, occupational, and recreational safety; conventional and nuclear weapons safety. Units either currently receiving these magazines or needing to order these publications, should contact HQ AFSC/PA and provide the following information:

- A current three-line or more mailing address to include street address, room or suite number, base name, and zip code plus four.
- Name of publication(s)
- The number of desired copies

The distribution rates for each publication is as follows:

- Flying Safety -- one for each three aircrew members and one copy for



each six direct aircrew support and maintenance personnel.

- Road and Rec -- one copy for each members of the USAF
- Weapons Journal -- One copy for each 10 members in USAF units having missions involving handling conventional weapons.

Please forward your publications request to Ms. Dorothy Schul at DSN 246-1983, via fax at DSN 246-0931, or E-mail at [schuld@smtps.saia.af.mil](mailto:schuld@smtps.saia.af.mil) (lower case).

Don't forget to order publications for your tenant units.

## APERS - The Journey Continues

### STEPS 2, 3 & 4 - SELLING, INCORPORATING APERS, and TRAINING (TEACHING)

In the next few paragraphs, we will explore the APERS process of "selling," "jelling," and "telling." In layman's terms; "selling" involves soliciting support and involvement from all levels of management and is the first and the most critical step. "Jelling" means incorporating APERS into your normal inspection process, and "telling" is nothing more than briefing and training personnel on the APERS process. As stated earlier, selling is the first step in the implementation process. Let's explore this first step.

Selling is critical. If the wing commander, unit safety representative, and the safety staff does not buy in, you won't be successful. With this in mind, you're going to have to do a bang up sales job. All the materials you'll need are on the AETC APERS web site at <http://www.aetc.af.mil/se2/apers.htm>. Once downloaded, simply modify the slide to apply to your unit. We're sure you've experienced enough sales folks

in your lifetime to get a clear picture of what needs to happen. In order to sell me anything, you have to answer the "BIG" question. *What's in it for me?* There are quite a few benefits to implementing APERS at your base. Let me list a few based on actual experiences at Goodfellow AFB:

- Increased customer satisfaction 100 percent
- Allowed units an opportunity for continuous improvement of their safety processes
- Increased CC, USR, and supervisor commitment, competence, and involvement
- Reenergized unit interest and enthusiasm about safety
- Pass the torch of ownership into the hands of the unit
- Effectively integrated safety at all levels
- Empowered the unit to take full control of their processes
- Provided an effective management and training tool for commanders, unit safety representatives, supervisors, and base safety staff
- Added continuity and consistency between inspectors and inspection results
- Provided a concrete, systematic approach to inspection ratings
- Added continuity between inspectors and written reports
- Decreased surveillance man-hours required by the safety office
- Allowed more effective use of safety staff while cutting waste

- Improved effectiveness and efficiency of the inspection/assessment process
- Provided concrete quality indicators of improvement at all levels
- Effectively incorporate quality and compliance in safety

One final note about this new process, as unit ownership increased, mishap trends decreased at the 17 TRW.

These were just some of the benefits identified by Goodfellow's safety staff. The benefits will vary from base to base, as will implementation.

Once you have decided to implement the program, you need to develop a united front. The first place jelling needs to take place is in the safety office. We know how difficult it is to combat that natural resistance to change, but if you want the best opportunity for success, give it your best shot. Start with the chief of safety and section chiefs. After these major hurdles, the rest should be a breeze.

As you incorporate this improved process, remember these facts:

Only the checklists in APERS are required, there should be no additional requirements other than compliance items (AFOSH checklist). This provides one-stop shopping for the unit and you.

In-briefings and out-briefings should be standard, the only change would be to add the appropriate slides. Again, this is provided on our web page.

Surveys should be provided at the out-brief and returned within one week of the inspection. This, too, is on our web page.

Remember, this is your program, modify it to fit your uniqueness. You

can add or modify, but do not delete any requirements from the Excel checklist, as it was developed using the AETC safety checklist.

Encourage full use of the new process by all levels of management (practice, practice, and practice)

Don't present it as something brand new--something additional (remember, you are already doing inspections (in-and out briefings). This is just an improved way of doing business.

Our final step for this issue is "telling." To successfully train someone on the APERS process, you'll require a few items. The first order of business is to acquire a good understanding of the entire process. Your unit should already have the user handbook, USR pamphlet, and briefing slides. If not, visit our web site. Use your normal USR training meeting to orient and train your USRs. Use your CC orientation to inform unit CCs about the improved process. Use your SST to inform your supervisors about the new process. USRs can also use these briefing slides to inform unit commander's staff and functional managers.

Once your units have mastered this system, your inspection process is going to be so much easier. These three simple steps of selling, jelling, and telling should have you well on your way in no time. We will keep the web site up to date with the most current information. You only need to add your local requirements to the checklist. Next issue, we'll cover "Assessing the results" of all your hard work.

## Course I, Safety Indoctrination Course

The final product has been dispatched to the field. At your request, purchased the updated copy of Driver's Risk

Index, removed Top Driver from the courseware and shorten the HAZCOM video segment. Please modify the course-training outline we forwarded to you to reflect these changes.

The newly revised Course I consist of Kessler's AFOSH and You video, Operational Risk Management, Drivers Risk Index, and HAZCOM.

Due to copyright laws, we could not dub Driver Risk Index onto the Course I videotape. Additionally, we could not dub the Keesler videotape onto the Course I videotape. As such, please continue to using the AFOSH and You videotape previously issued.

Direct any questions to MSgt Singleton, DSN 487-6607.

## The 12FTW Safety Staff has an Innovative Inspection Program

The 12FTW safety staff uses a digital camera to take pictures of safety findings and includes them in the unit's inspection report.

## 71FTW Safety Staff has an Innovative High-Risk Activities Program

The 71FTW Safety Staff has developed a method to track members participating in high-risk activities. Squadrons track and post the information on their Internet for viewing. This allows the commanders and safety staff to focus their mishap prevention effort where it is needed.

## Hails and Farewell

### Hail:

SMSgt Larry Stewart, 56 FW, Luke AFB

### Departures:

William Cobb, 37TRW, Lackland to Yokota AB, Japan.

### Transfers:

Mr. Roger Cox from 56 FW, Luke AFB, to 314 AW, Little Rock AFB.

SSgt Garner from 325 FW, Tyndall AFB, to 58 SOW, Kirtland AFB.

We're happy to keep you on our team.

### AETC Safety Staff Changes:

We'd like to take this opportunity to welcome Mr. Roman Alvarez, Jr. to the AETC Safety Staff, as a Weapons Safety Manager.

## Food for Thought:

Attitude is Everything

The following story relates how your attitude can and does make a difference.

Jerry was the kind of guy you love to hate. He was always in a good mood and always had something positive to say. When someone would ask him how he was doing, he would reply, "If I were any better, I would be twins!" He was a unique manager because he had several waiters who had followed him around from restaurant to restaurant. The reason the waiters followed Jerry was his attitude. He was a natural motivator. If an employee was having a bad day, Jerry was there telling the employees how to look on the positive side of the situation.

Seeing this style really made me curious, so one day I went up to Jerry and asked him, "I don't get it! You can't be a positive person all of the time. How do you do it?"

Jerry replied, "Each morning I wake up and say to myself, 'Jerry, you have two choices today. You can choose to be in a good mood or you can choose to be in a bad mood.' I choose to be in a good

mood. Each time something bad happens, I can choose to be a victim or I can choose to learn from it. I choose to learn from it. Every time someone comes to me complaining, I can choose to accept their complaining or I can point out the positive side of life. I choose the positive side of life.”

“Yeah, right, it’s not that easy,” I protested.

“Yes it is,” Jerry said. “Life is all about choices. When you cut away all the junk, every situation is a choice. You choose how you react to situations. You choose how people will affect your mood. You choose to be in a good mood or bad mood. The bottom line: It’s your choice how you live life.”

I reflected on what Jerry said. Soon thereafter, I left the restaurant industry to start my own business. We lost touch, but often thought about him when I made a choice about life instead of reacting to it.

Several years later, I heard that Jerry did something you are never supposed to do in a restaurant business: He left the back door open one morning and was held up at gunpoint by three armed robbers. While trying to open the safe, his hand, shaking from nervousness, slipped off the combination. The robbers panicked and shot him. Luckily, Jerry was found relatively quickly and rushed to the local trauma center. After 18 hours of surgery and weeks of intensive care, Jerry was released from the hospital with fragments of the bullets still in his body.

I saw Jerry about six months after the accident. When I asked him how he was, he replied, “If I were any better, I’d be twins. Wanna see my scars?”

I declined to see his wounds, but did ask him what had gone through his mind as the robbery took place. “The first thing that went through my mind was that I should have locked the back door,” Jerry replied. “Then, as I lay on the floor, I remembered that I had two

choices: I could choose to live, or I could choose to die. I chose to live.

“Weren’t you scared? Did you lose consciousness?” I asked.

Jerry continued, “The paramedics were great. They kept telling me I was going to be fine. But when they wheeled me into the emergency room and I saw the expressions on the faces of the doctors and nurses, I got really scared. In their eyes, I read, ‘He’s a dead man.’ I knew I needed to take action.”

“What did you do?” I asked.

“Well, there was a big, burly nurse shouting questions at me,” said Jerry. “She asked if I was allergic to anything. ‘Yes,’ I replied. The doctors and nurses stopped working as they waited for my reply... I took a deep breath and yelled, ‘Bullets!’ Over their laughter, I told them, ‘I am choosing to live. Operate on me as if I am alive, not dead.’”

Jerry lived thanks to the skill of his doctors, but also because of his amazing attitude. I learned from him that every day we have the choice to live fully. Attitude, after all, is everything.

When you are promoting safety remember that your attitude makes a difference. Be positive!

## AETC SAFETY E-MAIL ADDRESSES:

### Director of Safety Staff

Col Peter W. Tkacs:  
tkacsP.aetcese@mhs3.aetce.af.mil

Col Stephen B. Maddox:  
maddoxs.aetcese@mhs3.aetce.af.mil

Ms. Valena Conrad:  
conradv.aetcese@mhs3.aetce.af.mil

TSgt Curtis Strickland:  
stricklc.aetcese@mhs3.aetce.af.mil

### Ground/Explosives Safety Division

Mr. Herman A. Dean:  
deanh.aetcese@mhs3.aetce.af.mil

Mr. Reinhard O. Mausolf:  
mausolfr.aetcese@mhs3.aetce.af.mil

Mr. Jay Lord:  
lordj.aetcese@mhs3.aetce.af.mil

Mr. Ken Jolley:  
jolleyk.aetcese@mhs3.aetce.af.mil

Mr. Roman Alvarez ,Jr:  
alvarezr.aetcese@mhs3.aetce.af.mil

MSgt Earnest J. Singleton:  
singleto.aetcese@mhs3.aetce.af.mil

### Operations Safety Division:

Lt Col Randy J. Schavrien:  
schavrir.aetcese@mhs3.aetce.af.mil

Major Mark Carter:  
Carterm.aetcese@mhs3.aetce.af.mil

SMSgt Judith Wother:  
wolterj.aetcese@mhs3.aetce.af.mil

MSgt Kevin Brown:  
brownk.aetcese@mhs3.aetce.af.mil

Mr. Sammie king:  
kings.aetcese@mhs3.aetce.af.mil

Mr. David Stack:  
stackd.aetcese@mhs3.aetce.af.mil

### Flight Safety Division

Lt Col Charles M. Baumann:  
baumann.aetcese@mhs3.aetce.af.mil

Lt Col "Ozzie" Nelson:  
nelsona.aetcese@mhs3.aetce.af.mil

Major Robert Wittman:  
wittmann.aetcese@mhs3.aetce.af.mil

Capt Michael Webb

Webbm.aetcese@mhs3.aetce.af.mil

CMSgt Charles Gilmore:  
gilmorec.aetcese@mhs3.aetce.af.mil





